

Instructions For 2003 Annual Solid Waste Facility Report

Overview

Introduction

The reporting package consists of the instructions and the forms. The Instructions are divided into five sections:

1. Obtaining Forms
 2. Reporting Process
 3. Special Instructions for Particular Questions or Facility Types
 4. Conversion Factors and Key Terms
 5. Reporting Cross Reference
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Purpose

Solid Waste Annual Report Forms provide DEP with valuable information on the types and quantities of solid waste handled at individual facilities and by aggregation across the state as well. Annual Report Forms include separate reports for Landfills, Combustion Facilities, and Handling Facilities/Transfer Stations. The report type is identified in the upper right-hand corner of each page of the report.

Authority

The Annual Report Forms are based on the requirements in 310 CMR 19.043(5)(e) and 19.008(2).

Obtaining Forms

Mailed by DEP

DEP mails reporting forms to facilities in December of each year. These forms are customized with information specific to each facility on Page 1 of the forms.

From DEP's Website

Report forms are also available from DEP's website at www.state.ma.us/dep/bwp/dswm/dswmpubs.htm. Each form (Landfill, Handling/Transfer, and Combustion Facility) downloads as a MS Word document. The content of these forms is the same as the custom printed ones, but do not have the facility's name, address and owner/operator information filled out. The downloaded forms can be filled out and printed from your computer and mailed to DEP.

Reporting Process

Introduction Complete each form that you have received by mail or downloaded from DEP's website.

If your operation encompasses more than one type of facility, you will have received, or should download, one form for each facility type.

Facility Identification Make any necessary corrections to the information pre-printed on Page 1 of the Form(s) or fill in this information on any downloaded Form(s).

For a downloaded Form, you may use Page 1 of the pre-printed Form for corrections and then submit the remaining pages of the downloaded Form.

Signature Sign and date the Form(s) at the bottom of Page 1.

Due Date Annual Report Forms are due by February 15, 2004.

Mailing to DEP Send completed report form(s) and any attachments to:

DEP Boston
One Winter St., 8th floor
Boston, MA 02108
Attn: Brian Holdridge

Please note that it is no longer necessary to send a copy to the Region Office.

Questions Contact Brian Holdridge (617) 292-5578 at DEP Boston.

Special Instructions for Particular Questions or Facility Types

- Waste/Material Accepted** For Part C #1 *Waste/Materials Accepted*:
- Review the Definitions and Conversions Factors found in the Factors and Terms Section on pages 4 and 5 of the Instructions.
 - Account for only the waste/materials managed by that particular facility.
 - Do NOT include amounts hauled or managed by the company/municipality that do not enter the facility in question.
 - Do NOT include any Waste Oil or Household Hazardous Waste/Products. These materials are reported on other DEP forms.
 - Round all amounts to the nearest ton. If any material type is less than 0.5 tons, do not include that material.
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- Handling Facilities**
(Wood Reclamation, C&D Processor, MSW Composter)
- Part C #1 *Materials Accepted* list the types and amounts of materials accepted for Wood Reclamation, C&D Processing, and/or MSW Composting.
 - Part C #2 *Materials Diverted* enter all materials sent off-site to recyclers, composters or end-users (including Beneficial Use Determination materials), unless the end-use is energy recovery. If materials sent off-site are sold in small quantities to the general public, fill in "Various" in the Vendor column, skip the City/Town, enter the most appropriate State, then fill in the Tons and Material Type.
 - Part C #3 *Waste Disposed* list processing waste or rejects sent off-site for disposal; or processed materials sent off-site as a fuel or for energy recovery.
 - Part C #4 *Compare Totals* will generally be greater than or less than 1%. In the discrepancy box write in the type of handling facility, ex "Wood Reclamation". No other further explanation is necessary.
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- Landfill And Transfer Stations At The Same Site** Report on the flow of materials at the site as follows:
- On the Handling/Transfer report, list all *Materials Accepted* at the site (Part C #1).
 - List the portion of the waste that was sent to the landfill, under *Waste Disposed* (Part C #3) on the Handling/Transfer report.
 - Carry over the amount on Part C #3 of the Handling/Transfer report to the *Waste Landfilled* question on the Landfill report (Part C #1).
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- Landfill Or Transfer Station Serves Only Part Of A Community**
- Account only for the waste managed by that particular facility, even if all of the waste generated in the community is not managed by that facility.
 - The Municipal Recycling Data Sheet collects data on a municipality-wide basis.
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Conversion Factors and Key Terms

Conversion Factors

The following factors may be used to convert from cubic yards (cy) or count (each) to tons.

Waste/Material	Conversion	Waste/Material	Conversion
Asphalt, Brick & Concrete	1.5 tons/cy	Mattresses	0.035 tons each
Brush	0.25 tons/cy	Municipal Solid Waste	0.5 tons/cy
C&D Waste	0.25 tons/cy	Sludge (WTP/WWTP)	0.33 tons/cy
Catch Basin Cleanings	1 ton/cy	Soil & Contaminated Soil	1.65 tons/cy
Commingled Containers	0.09 tons/cy	Street Sweepings	1.35 tons/cy
Dredge (Fresh/Marine)	1.35 tons/cy	Tires	0.01 tons each
Grass	0.33 tons/cy	Wood Waste & Wood Chips	0.33 tons/cy
Leaves	0.2 tons/cy		

Key Terms

The following definitions are provided exclusively for use in completing this report form. Please refer to them particularly when considering how to divide waste into waste types.

Term	Definition
Asbestos Waste	Any material containing one percent or more asbestos by weight and anything contaminated with asbestos such as pollution control devices, bags or containers that held asbestos.
Ash	Residual byproduct of a thermal combustion/reduction process, including all ash fractions (bottom, fly, boiler and economizer ash). This includes MSW ash, oil ash, and coal ash.
Bulky Waste	Items of unusually large size, including but not limited to, large furniture, rolls of fencing, carpets, mattresses, box springs, large plastic toys, and plastic pools.
Bypass	Waste that was accepted at a combustion facility, but not burned due to either the unsuitability of the waste for combustion or downtime at a combustion facility.
Compostables/ Organics	Leaves, yard waste, food waste, and Christmas trees.
Construction & Demolition Waste (C&D Waste)	Building materials and rubble resulting from the construction, remodeling, repair or demolition of buildings, pavements, roads or other structures. Construction and demolition waste includes but is not limited to, concrete, bricks, lumber, masonry, road paving materials, rebar, and plaster.
C&D Fines	Material produced after the processing of construction and demolition (C&D) waste which is: (a) three inches or less (3" minus) in size; (b) consists of dirt (soil), wood, metal, plastic, etc., and (c) is limited to no more than 35% organic content.
C&D Residuals	Construction and demolition (C&D) waste material that remains after recyclable materials (asphalt, brick, concrete, metals, etc.) and C&D fines have been removed during processing of C&D wastes and which consists mostly of wood, textiles (carpet, fabric, etc.), plastic and dirt.

Continued on next page

Conversion Factors and Key Terms, Continued

Key terms
(continued)

Term	Definition
Contaminated Soil	Soil containing constituents exceeding normal background levels but below the threshold of a hazardous waste. Some of these contaminated soils can be used as cover material at landfills while others may only be suitable for landfill disposal. Please account for landfilled contaminated soils in Part C #1, and contaminated soils used as daily cover material in Part C #4.
DPW Waste	Catchment basin cleanout wastes and street sweepings.
Dredge (Fresh/Marine)	Sediments generated from dredging of freshwater and marine waterbodies.
Electronics/Computers	Electronic equipment including any device with a Cathode Ray Tube (CRT) like televisions and computer monitors.
General Recyclables	Newspaper, cardboard, mixed paper, scrap metal, white goods, commingled containers, steel/tin cans, aluminum, glass, plastics (#1-7), and textiles/used clothing.
Grading and Shaping Material	Materials DEP has determined are not solid waste when used in accordance with an approved plan, or other approval issued by the DEP, to provide proper grades for closure and post-closure uses. Grading and Shaping Material is equivalent to the subgrade component of the final cover system.
Loam	Soil mixture of sand, clay, silt, and organic matter such as leaves, grass, brush, or other wood waste.
Metals	Metals including steel and aluminum cans, white goods, rebar, sheet metal, etc.
Mulch	Chipped, shredded, screened, and/or composted organic matter such as leaves, grass, brush, or other wood waste.
Municipal Solid Waste (MSW)	All types of solid waste generated in residences, stores, offices, institutions, restaurants, warehouses, and other non-manufacturing activities, or similar types of solid waste generated from manufacturing operations. MSW does not include solid waste generated in manufacturing or industrial processes.
Recycling Residue	Non-recyclable material which is left over after separation and processing at a materials recycling facility.
Sludge (WTP/WWTP)	Accumulated solids and/or semisolids deposited or removed by the processing and/or treatment of gasses, water or other fluids (WTP Water Treatment Plant, WWTP Waste Water Treatment Plant).
Textiles/Clothing	Old clothing or other textiles.
Wood Waste	Discarded material consisting of trees, stumps, and brush, including but not limited to sawdust, chips, shavings and bark. Wood waste does not include new or used lumber, or wood from construction and demolition waste, and does not include wood pieces or particles containing or likely to contain asbestos, chemical preservatives, or paints, stains, or other coatings.

Reporting Cross Reference

Introduction In order to save facilities/municipalities time filling out the Annual Solid Waste Facility Report and other DEP report forms, the cross reference section highlights where information gathered for one report may be applicable to another.

Municipal Recycling Data Sheet (formerly Recycling Report Card)

Who Reports? All municipalities in the Commonwealth. Municipalities that have their own transfer station also fill out the Solid Waste Facility Report.

When are these reports due? These reports are mailed out in December and due in February.

Purpose This survey collects detailed recycling data for every municipality in the state to quantify residential recycling.

Related Data Elements Certain questions (cells) in Part C #1 *Materials Accepted* on the Handling/Transfer form may be the same under the following conditions:

- If all the waste reported in “Section 2 – Residential/Municipal Solid Waste Disposed” on the Data Sheet passes through the transfer station and the transfer station does not accept any waste from any other Massachusetts municipality, then the sum of “Landfill tons”, “Combustion tons” and “Commercial” should be equal to the cell at the “MSW” row and “MA” column in Part C #1. Also any “Bulky Waste” should be filled in using the “Other” row (filling in ‘Bulky’) under the “MA” column.
- If all the recyclables reported in “Section 5 – Municipal Waste Diversion Program Results, General Recyclables” table on the Data Sheet pass through the transfer station and the transfer station does not accept any recyclables from any other Massachusetts municipality, then the sum of these items (excluding compost bins) should be equal to the cell at the “General Recyclables” row and “MA” column in Part C #1.
- If all “auto tires” and/or “Computers/Electronics” reported in “Section 5 – Municipal Waste Diversion Program Results, HHP” table on the Data Sheet pass through the transfer station; the transfer station does not accept any item(s) from any other Massachusetts municipality; and the tonnage exceeds 0.5; then this item(s) should be expressed in TONS in the cell at the “Tires” and/or “Electronics/Computers” row and “MA” column in Part C #1. Please note that these materials are requested in different units on the Data Sheet (pounds of computers/electronics and number of tires).

Compost Site Report

Who Reports? The owner or operator of a leaf or yard waste compost site must fill out an annual Compost Site Report.

When are these reports due? These reports are mailed out in December and due in February.

Purpose This report collects detailed data about composting operations including how compostables arrive at the site, the types and amounts of material composted, and the types and amounts of finished compost. Reporting is on a calendar year basis and supports DEP's Compost Program.

Related Data Elements If the composting occurs at the same location as a transfer station, the total amount of material accepted for composting in the Compostables/Organics item in Part C #1 *Materials Accepted* on the Handling/Transfer form is similar to Part B #1 *Organic Material Accepted* on the Annual Compost Site Report.

Annual Source Registration for Stationary Sources of Air Contaminants

Who Reports? Solid Waste Combustion Facilities must fill out both the Solid Waste Annual Report and the Annual Source Registration for Stationary Sources of Air Contaminants (Source Registration).

When are these reports due? The Source Registration is mailed in January and due April 15.

Purpose The Source Registration collects information about actual and potential air emissions from facilities on a calendar year basis.

Related Data Elements The Actual Tonnage Burned (Part C #4 *Capacity Utilization*) on the Combustion Facility Form:

- Is similar to the "Annual/Fuel Process Rate" amount on the Source Registration form. On the Source Registration form this information is requested for each incinerator unit rather than the whole facility;
- Will be needed to calculate Actual Emissions on the Source Registration Form. Keeping this information on a monthly basis will facilitate answering the questions on the Source Registration about air emissions during the Ozone Season (May 1- September 30).
